

COMPHIBGRU THREE INSTRUCTION 2000.3J

Subj: COMMUNICATIONS PROCEDURES

Ref: (a) NWP-6 SERIES
(b) NTP-3 SERIES
(c) NTP-4 SERIES
(d) NCTMAS EASTPAC/NCTS GUAM C2000.3 SERIES (FTP
PAC/IO)
(e) COMTHIRDFLT OPORD 201 ANNEX K
(f) COMNAVSURFPAC OPORD 201 ANNEX K
(g) CINCPACFLT OPORD 201 ANNEX K
(h) COMPHIBGRU THREE Communications Standard Operating
Procedures (COMMSOP)

Encl: (1) Communications Procedures Memorandum

1. Purpose. To promulgate communications procedures to support Commander, Amphibious Group THREE (COMPHIBGRU THREE).

2. Cancellation. COMPHIBGRUTHREEINST 2000.3H.

3. Background. Communications within Amphibious Group THREE will be conducted in accordance with references (a) through (g). Reference (h) provides detailed procedures for the staff Communications Department and flagship communicators to follow in providing communications support for the Commander and staff.

4. Discussion. This instruction provides direction for staff message drafters and releasers. It also directs COMPHIBGRU THREE Assistant Chief of Staff (ACOS) for Communications (N6) to coordinate adequate communications support with the flagship Communications Department.

a. COMPHIBGRU THREE Staff N6 will provide communication services for the Commander and Staff when based ashore. Record message traffic is received from Naval Computer Telecommunications Station (NAVCOMTELSTA), San Diego via RITSC who guards for COMPHIBGRU THREE. Message traffic received via RITSC will be distributed on the COMPHIBGRU THREE's secret high local area network (LAN) using Microsoft Outlook.

b. When COMPHIBGRU THREE staff embarks in a flagship for any operation, the provisions of reference (a) will govern the relationship of embarked staff/flagship communications. The staff N6 will liaise with the flagship Communications Officer to arrange for staff communications support and set forth minimum communications requirements as early as possible before embarkation.

c. Special Intelligence (SI) communications requirements will be provided by the staff Intelligence Officer (N2), and will not be discussed in this instruction.

5. Action

a. COMPHIBGRU THREE staff message drafter/releaser responsibilities:

(1) Drafter will prepare all messages in accordance with reference (b) or other appropriate directive.

(2) Drafter will prepare all messages by computer using the Turbo Prep Program; no other formats will be accepted.

(3) Route the rough message draft for review or revision through respective chop chain. Messages can be released by personnel listed on the message release/authorization memorandum located in N6 Communications space. Only the Commander and Chief-of-Staff are authorized to release messages addressed to or originated in an area under MINIMIZE conditions.

(4) Messages released for transmission will normally be sent via LAN by an authorized releaser to the communications center. Alternatively, delivery of a 3½ diskette containing the outgoing message in Turbo Prep format and accompanied by a properly released hard copy is also acceptable. The watch will review all messages, correcting minor format errors and validating the Plain Language Addresses (PLAs), before transmission. Routine precedence messages requiring major revisions will be returned to drafters for corrective action. Once necessary corrections have been completed, the message can be resubmitted to the communications watch for delivery. The drafter is responsible for both the content and addressees of the message. The watch will, therefore, request clarification from the drafter if there is any doubt regarding content or identity of a PLA in any message. Processing of Immediate precedence messages will not be delayed due to format errors, inability to contact the drafter, or system failure. The watch will notify

the senior communications individual available of any circumstances preventing successful processing of message traffic.

b. COMPHIBGRU THREE ACOS for Communications responsibilities:

(1) Ensure the provisions of reference (h) are carried out by staff Information Systems Technicians (IT).

(2) Deliver enclosure (1) to the designated flagship at least 72 hours prior to staff embarking.

(3) Prepare and promulgate appropriate communications guard shift messages, documents, reports, requests, CSRF promulgations or modifications, OPTASK COMMS, etc., for operations or exercises for which COMPHIBGRU THREE is assigned CATF or OTC.

(4) Ensure communications plan is activated at least 24 hours prior to underway. Ensure all circuits which terminate in flag spaces aboard the flagship are properly patched, checked and labeled prior to underway.

(5) Brief the Commander on communications status within the Amphibious Task Force (ATF) on a regular basis.

c. COMPHIBGRU THREE flagship responsibilities:

(1) Activate communications plan in accordance with the OPTASK COMMS promulgated by COMPHIBGRU THREE.

(2) Provide COMPHIBGRU THREE communications with timely delivery of message traffic. Provide traffic, at a minimum, every 4 hours if automated delivery is unavailable.

(3) Route all immediate and flash message traffic addressed to the staff immediately with two copies to the Staff Watch Officer (SWO) on the Flag Bridge.

(4) Provide adequate secure working space for Staff N6, Communications Supervisor (N61), and a separate secure working space for the staff and assigned communications watch.

(5) Provide adequate SIPRNET/NIPRNET workstations and access to support Embarked staff operational requirements. As follows: 5 SIPRNET, 5 NIPRNET, and 3 Internet capable outside lines.

Note: SIPRNET/NIPRNET hardware configuration requirements see enclosure (1).

(6) Provide adequate access to phones as follows: Five secure phones in the following locations:

Commander - secure phone

Chief of Staff - secure phone

Flag plot - secure phone, Nonsecure phone

Communications plot - secure phone

Intelligence plot - secure phone

d. All communications personnel will become familiar with the policies and procedures established by this instruction.

J. L. CLARK
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1Z
Lists 1-7

MEMORANDUM

From: COMPHIBGRU THREE ACOS for Communications (N6)

To: USS (FLAGSHIP) Communications Officer

Subj: COMPHIBGRU THREE COMMUNICATIONS SUPPORT

1. COMPHIBGRU THREE ACOS for Communications (N6) will deliver the following to the USS (FLAGSHIP) Communications Officer no later than 72 hours prior to staff embark.

a. Staff message pick-up/delivery and releasing authority list.

b. COMPHIBGRU THREE guardlist.

c. Effective OPTASK COMMS.

2. Request provide the following communications support for Commander, Amphibious Group THREE and staff during (exercise/operation nickname), for the period (inclusive dates).

a. Adequate secure workspace for 1-2 enlisted ITs for staff message files, and outgoing message logging and preparation.

b. Adequate secure workspace for 1 officer and 1 senior enlisted IT to use as Staff Communications Office.

c. Delivery of COMPHIBGRU THREE's message traffic via secure LAN, or every 4 hours via diskette in the absence automated delivery.

d. Delivery of 1 paper copy of all SPECAT and TOP SECRET message traffic to the staff ITs in a sealed envelope. The staff IT will deliver the message to the Commander.

e. Advance route of 2 paper copies of all Immediate and above precedence message traffic to the Staff Watch Officer in Flag Plot.

f. Ensure the following minimum circuits are patched, checked and labeled 24 hours prior to underway:

ATF CMD

MEU CMD 1

Encl (1)

COMPHIBGRUTHREEINST 2000.3J

FLT TAC

NAVY RED

COMBINED C&R (1)

Additional nets may be requested by the Staff N6.

Note: This net may serve as the single warfare reporting net. If there are separate warfare nets (USW, SUW, AAWC, etc.,) ensure each is patched to the specified remotes.

3. All SIPRNET and NIPRNET connectivity will be CAT 5 capable, for Windows NT 4.0 workstations and laptops.

ACOS for Communications